

FINANCE COMMITTEE

A G E N D A

Monday, July 6, 2009

5:45 p.m.

Hampden Town Office

1. Minutes of June 15, 2009 Meeting
2. Review of Financial Statements for June 2009
3. Review and signature of Warrants
4. Old Business
 - a. Consideration of Mayo Road Reconstruction Project Funding
 - b. Sewer Fee Increase Consideration
 - c. Long term resident tax rebate proposal – tabled until Council reviews 2009/2010 Commitment Information
5. New Business
6. Public Comments
7. Committee Member Comments

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1. Minutes of June 15, 2009 Meeting - *included*
2. Review of Financial Statements for June 2009 - *included*
3. Review and signature of Warrants – *provided under separate cover*
4. Old Business
 - a. Consideration of Mayo Road Reconstruction Project Funding –
The Public Works Director met with the Infrastructure Committee on June 22nd and requested consideration of whether or not to go forward with the Mayo Road project for construction in the 2010 year. It was the recommendation to the full Council that the project be constructed in the 2010 year and that it be included on the November 2009 ballot as a referendum question. The Finance Committee needs to determine if it concurs with that recommendation, and if so, how to appropriately fund the estimated 2.3 million that the project will cost..
 - b. Sewer Fee Increase Consideration- *The Infrastructure Committee discussed the need for a sewer fee increase related to the now-active Route 1A sewer project, decline in water usage that dictates sewer usage, and increases in maintenance costs of pump stations and recommends to the full Council that the \$1 addition to the sewer rate be approved. Since the Infrastructure Committee is responsible for reviewing the appropriateness of such projects and, in a secondary manner, their costs, the subject was referred to Finance for consideration of manner, method, and amount.*
 - c. Long term resident tax rebate proposal – *tabled until Council reviews 2009/2010 Commitment Information – this item is only on the agenda because it is still in a tabled status.*
5. New Business
6. Public Comments
7. Committee Member Comments

FINANCE COMMITTEE MEETING
MINUTES
June 15, 2009

Attending:

Mayor Matthew Arnett
Councilor William Shakespeare
Councilor Jean Lawlis
Councilor Tom Brann
Councilor Andre Cushing
Councilor Shannon Cox

Sue Lessard Town Manager
Chip Swan, Public Works Director

The meeting was opened at 5:45 p.m. by Mayor Arnett.

1. Minutes of the June 1, 2009 meeting were reviewed. No changes were made and they were accepted by unanimous consent.
2. Financial reports for the month of May were reviewed by the Committee.
3. Warrants were distributed for signature and were accepted by unanimous consent.
4. Old Business
 - a. Maine Public Employees Retirement System Plan Change Documents needed for 7/1/09. The Town Manager presented a document containing the language necessary to formally adopt the new Public Safety employees' retirement plan through the State. The contribution for the town will be 8.4% of salary. Any increase in percentage contribution requirements for the plan will be borne by the employees. Motion by Tom Brann, seconded by Shannon Cox to recommend to the full Council that they approve the document as presented. Unanimous vote.
 - b. Bid Results – Route 1A Sewer. The Public Works Director presented the bids for the Route 1A sewer project. Sargent Corp was the low bidder and it was the recommendation of the director that the low bid from Sargent be accepted. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full council that the low bid of Sargent Corp be accepted. Unanimous vote.
5. New Business
 - a. Bid Amount – Review of Policy. The Finance Committee reviewed the existing Town Council Bid Procedures. The existing bid requirement of \$4,000 for purchases and \$1,000 for sales is somewhat low considering the high cost of formal advertising that is required above those limits. Motion by Shannon Cox, seconded by William Shakespeare to recommend to the full Council the amendment of the Council Bid Procedures to change the bid amount to \$10,000 for purchases and \$5,000 for sales and in addition to use the website and Cable TV station to advertise for

purchases/sales below those amounts. Unanimous consent. Also discussed was the idea that the Town Manager should include on the consent agenda for the full council the purchase/sale of any items with a value between \$5,000 and \$10,000 for purchases and \$1,000 and \$5,000 for sales. He/she should also include these items on the Finance Committee agenda for notification purposes.

- b. Lawn Tractor – The Public Works director notified the Finance Committee of his intent to purchase a lawn tractor that was part of the 2009/2010 budget. The change in bid guidelines, if endorsed by the full Council, would make it unnecessary to go through the formal bid process.
- c. Garage Door Bids – The change in bid guidelines, if endorsed by the full Council would make it unnecessary to go through the formal bid process. The Public Works Director indicated that he was going to be able to get four new garage doors for just a little more - \$450 – than had been budgeted for two.

6. Public Comment – None.

7. Committee Member Comments – None

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,


Susan Lessard
Town Manager

Tax Collections
06/30/2009

	To Be Collected 7/1/2008	Collected as of 6/30/2009	% Collected
2008-2009 Property Taxes	\$8,619,979.82	\$8,445,396.29	97.97%
2007/2008 Tax Liens	\$127,173.24	\$65,975.04	51.88%
2006/2007 Tax Liens	\$58,110.32	\$54,834.75	94.36%
2005/2006 Tax Liens	\$4,112.51	\$2,084.74	50.69%
2004/2005 Tax Liens	\$2,623.59	\$1,971.87	75.16%
	\$8,811,999.48	\$8,570,262.69	97.26%

Revenue Detail Report

ALL Accounts

30-Jun-09

	Current Budget	Debits	Credits	Uncollected Balance
01 - GENERAL GOVT				
03 - INT ON TAXES	\$16,000.00	\$2,083.49	\$28,037.24	-\$9,953.75
05 - INTEREST/COSTS ON TAX LIENS	\$11,000.00	\$732.05	\$13,780.03	-\$2,047.98
10 - DEBIT CARD FEE	\$0.00	\$878.20	\$1,147.00	-\$268.80
15 - MV EXCISE TX	\$1,500,000.00	\$1,852.78	\$1,433,914.56	\$67,938.22
17 - BOAT EXCISE	\$8,500.00	\$5.00	\$10,073.40	-\$1,568.40
18 - AGENT FEES	\$19,000.00	\$4.00	\$20,417.00	-\$1,413.00
19 - CLERK FEES	\$9,000.00	\$0.00	\$11,069.25	-\$2,069.25
25 - RENTAL INCOME	\$2,000.00	\$2,000.00	\$6,000.00	-\$2,000.00
27 - PLUMBING FEE	\$8,000.00	\$431.00	\$3,715.50	\$4,715.50
29 - CODE ENFORCEMENT FEES	\$18,000.00	\$35.00	\$19,295.78	-\$1,260.78
31 - PLANNING BOARD FEES	\$6,000.00	\$0.00	\$1,975.00	\$4,025.00
33 - Carried Balances PY	\$25,000.00	\$0.00	\$25,000.00	\$0.00
35 - CABLE TV FEE	\$33,000.00	\$0.00	\$36,643.83	-\$3,643.83
37 - FEE/PERMITS	\$1,200.00	\$0.00	\$2,000.00	-\$800.00
39 - COPIES/ORDINANCES	\$0.00	\$0.00	\$11.00	-\$11.00
45 - HOUSING FOUNDATION	\$6,300.00	\$0.00	\$5,916.00	\$384.00
47 - BUSINESS PARK REVENUE	\$100,000.00	\$0.00	\$191,250.00	-\$91,250.00
78 - SEWER INCOME	\$55,000.00	\$0.00	\$55,000.00	\$0.00
79 - MISC INCOME	\$5,000.00	\$5.00	\$169.80	\$4,835.20
80 - HOMESTEAD EX	\$183,472.00	\$0.00	\$183,754.00	-\$282.00
81 - TREE GROWTH	\$5,000.00	\$1,311.49	\$2,622.98	\$3,688.51
82 - VETERAN'S REMIBURSEMENT	\$4,500.00	\$3,517.00	\$7,034.00	\$983.00
85 - Business Equip Tax Reimburse	\$111,263.00	\$0.00	\$111,311.00	-\$48.00
86 - GENERAL ASSISTANCE REIMBURSEMT	\$2,500.00	\$85.00	\$1,003.41	\$1,581.59
88 - REVENUE SHARING	\$800,000.00	\$0.00	\$773,203.95	\$26,796.05
99 - APPROPRIATION FROM FUND BALANC	\$300,000.00	\$0.00	\$300,000.00	\$0.00
	\$3,229,735.00	\$12,940.01	\$3,244,344.73	-\$1,669.72
05 - PUBLIC SAFETY				
01 - ANIMAL CONTROL FEES	\$2,000.00	\$0.00	\$2,640.00	-\$640.00
05 - AMBULANCE FEES	\$125,000.00	\$10,528.38	\$165,298.08	-\$29,769.70
08 - STREET SIGNS	\$0.00	\$138.00	\$147.00	-\$9.00
15 - POLICE RECEIPTS	\$2,500.00	\$128.00	\$2,659.80	-\$31.80
20 - POLICE WAGE REIMBURSEMENT	\$95,000.00	\$12,536.19	\$101,876.16	\$5,660.03
	\$224,500.00	\$23,330.57	\$272,621.04	-\$24,790.47
10 - PUBLIC WORKS				
01 - CEMETERY FEES	\$5,000.00	\$0.00	\$4,650.00	\$350.00
05 - SALE OF CEMETERY LOTS	\$4,000.00	\$200.00	\$2,400.00	\$1,800.00
	\$9,000.00	\$200.00	\$7,050.00	\$2,150.00
15 - SOLID WASTE				
01 - TRANSFER STATION PERMITS	\$15,000.00	\$0.00	\$15,055.00	-\$55.00
15 - SOLID WASTE CONT'D				
05 - SOLID WASTE RECYCLING	\$24,000.00	\$12,848.66	\$34,260.38	\$2,588.28
10 - PERC REVENUE	\$60,000.00	\$4,550.45	\$85,337.61	-\$20,787.16
	\$84,000.00	\$17,399.11	\$119,597.99	-\$18,198.88
20 - RECREATION/CULTURE				
01 - LIBRARY FEES	\$7,000.00	\$0.00	\$6,444.78	\$555.22
25 - L HOIT POOL FEES	\$145,000.00	\$1,047.25	\$151,163.69	-\$5,116.44
	\$152,000.00	\$1,047.25	\$157,608.47	-\$4,561.22
Final Totals	\$3,714,235.00	\$54,916.94	\$3,816,277.23	-\$47,125.29

Expense Detail Report

All Accounts

30-Jun-09

	Current Budget	Debits	Credits	Unexpended Balance
01 - GENERAL GOVT				
01 - ADMIN	537,888.00	564,661.52	5,295.99	-21,477.53
02 - GIS/IT	118,632.00	111,390.36	1,607.45	8,849.09
03 - COMMUNICATIONS	35,614.00	34,540.35	3,329.19	4,402.84
05 - TOWN COUNCIL	36,525.00	35,376.01	0.00	1,148.99
10 - MUNICIPAL BUILDING	119,857.00	102,074.98	0.00	17,782.02
15 - TAX COLLECTR	6,000.00	4,726.44	0.00	1,273.56
20 - ELECTIONS	12,963.00	7,567.59	1,093.03	6,488.44
25 - ASSESSOR/PLANNING/CEO	230,336.00	211,319.53	4,328.12	23,344.59
30 - ECONOMIC DEV	92,318.00	107,096.79	3,353.11	-11,425.68
35 - BUSINESS PARK	0.00	0.00	0.00	0.00
	1,190,133.00	1,178,753.57	19,006.89	30,386.32
05 - PUBLIC SAFETY				
01 - POLICE	968,423.00	948,105.90	24,448.07	44,765.17
05 - FIRE DEPT.	872,488.00	849,287.83	30,142.68	53,342.85
10 - PUBLIC SAFETY	166,354.00	166,010.68	289.17	632.49
	2,007,265.00	1,963,404.41	54,879.92	98,740.51
06 - Non-Department Utilities				
06 - Utilities	414,078.00	406,757.57	0.00	7,320.43
	414,078.00	406,757.57	0.00	7,320.43
10 - PUBLIC WORKS				
01 - HIGHWAY	1,236,520.00	1,317,514.85	41,898.53	-39,096.32
05 - GARAGE	37,840.00	43,297.68	8,138.91	2,681.23
	1,274,360.00	1,360,812.53	50,037.44	-36,415.09
15 - SOLID WASTE				
10 - SOLID WASTE	482,820.00	376,818.56	14,219.14	120,220.58
	482,820.00	376,818.56	14,219.14	120,220.58
20 - RECREATION/CULTURE				
01 - PARKS/REC	124,942.00	129,035.14	1,368.11	-2,725.03
10 - DYER LIBRARY	230,163.00	233,673.75	2,372.13	-1,138.62
20 - L HOIT MEMORIAL POOL	360,528.00	316,613.59	13,952.82	57,867.23
25 - MARINA	500.00	937.70	0.00	-437.70
	716,133.00	680,260.18	17,693.06	53,565.88
25 - THE BUS				
10 - THE BUS	55,000.00	89,891.84	45,541.00	10,649.16
	55,000.00	89,891.84	45,541.00	10,649.16
30 - BUILDINGS/GROUNDS				
10 - BLDG/GROUNDS	86,800.00	86,186.55	12,692.52	13,305.97
	86,800.00	86,186.55	12,692.52	13,305.97
38 - OUTSIDE AGENCIES				
10 - OUTSIDE AGENCIES	25,416.00	35,430.56	0.00	-10,014.56

40 - GENERAL ASSISTANCE

10 - GEN'L ASSIST	10,000.00	2,219.21	311.00	8,091.79
	10,000.00	2,219.21	311.00	8,091.79

45 - COUNTY TAX

10 - COUNTY TAX	586,820.00	586,819.70	0.00	0.30
	586,820.00	586,819.70	0.00	0.30

50 - DEBT SERVICE

10 - GENERAL	467,793.00	508,176.66	0.00	-40,383.66
	467,793.00	508,176.66	0.00	-40,383.66

55 - RESERVE ACCT

02 - MUNICIPAL BUILDING	10,000.00	10,000.00	0.00	0.00
05 - UNEMPLOYMENT	0.00	0.00	0.00	0.00
06 - CONTINGENT	0.00	0.00	0.00	0.00
08 - CEMETERY	0.00	0.00	0.00	0.00
10 - CITY BUS	0.00	0.00	0.00	0.00
11 - COMPUTER	9,970.00	9,970.00	0.00	0.00
12 - CABLE TV	0.00	0.00	0.00	0.00
15 - COPIER	0.00	0.00	0.00	0.00
17 - PUBLIC WORKS EQUIP REPLA	100,000.00	100,000.00	0.00	0.00
19 - TOWN RECORDS	0.00	0.00	0.00	0.00
21 - PLANNING BOARD	0.00	0.00	0.00	0.00
23 - PLANNING BOARD DEVELOPM	0.00	0.00	0.00	0.00
25 - PLANNING/COMMISSIONS	0.00	0.00	0.00	0.00
27 - ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00
29 - TOWN PROPERTY SURVEY	0.00	0.00	0.00	0.00
31 - GIS MAPPING	10,000.00	10,000.00	0.00	0.00
33 - WAGE STUDY	0.00	0.00	0.00	0.00
35 - TOWN ACQUIRED PROPERTY	0.00	0.00	0.00	0.00
37 - AMBULANCE	20,000.00	20,000.00	0.00	0.00
39 - EMS/VACCINE	0.00	0.00	0.00	0.00
41 - FIRE TRUCK RESERVE	25,000.00	25,000.00	0.00	0.00
43 - FIRE TRUCK REFURBISHING	4,000.00	4,000.00	0.00	0.00
45 - FIRE STATION BUILDING	0.00	0.00	0.00	0.00
47 - FIRE DEPT THERMAL IMAG. C/	0.00	0.00	0.00	0.00
49 - FIRE DEPARTMENT TRAINING	0.00	0.00	0.00	0.00
51 - FIRE DEPT BOAT	0.00	0.00	0.00	0.00
53 - POLICE CRUISER	0.00	0.00	0.00	0.00
59 - COMMUNICATIONS EQUIPMEI	0.00	0.00	0.00	0.00
61 - STREETS AND ROADS	45,000.00	45,000.00	0.00	0.00
63 - LIBRARY RESERVE	5,000.00	5,000.00	0.00	0.00
65 - LIBRARY RUDMAN GRANT	0.00	0.00	0.00	0.00
67 - RECREATION AREA	0.00	0.00	0.00	0.00
68 - PLAYGROUND	0.00	0.00	0.00	0.00
69 - RECREATION/CONSERVATION	0.00	0.00	0.00	0.00
71 - POOL FACILITY	15,000.00	15,000.00	0.00	0.00
73 - MARINA	0.00	0.00	0.00	0.00
75 - BUILDING AND GROUNDS	0.00	0.00	0.00	0.00
77 - SOLID WASTE/GARAGE	0.00	0.00	0.00	0.00
78 - Matching Grant Reserve	0.00	0.00	0.00	0.00
	243,970.00	243,970.00	0.00	0.00

65 - ED GEN'L SVS

10 - EDUCATION GENERAL SERVICES

	5,024,922.00	5,024,921.88	0.00	0.12
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66 - OVERLAY

01 - OVERLAY	78,104.00	0.00	0.00	78,104.00
	78,104.00	0.00	0.00	78,104.00

67 - TIF

01 - TIF REIMBURSEMENT

	50,000.00	20,250.65	0.00	29,749.35
Final Totals	12,713,614.00	12,564,673.87	214,380.97	363,321.10

Remaining balance is 2.86% of the total budget.

HOST COMMUNITY BENEFIT MONIES
06-30-09

YEAR	RECEIVED	RESERVES	BUSINESS PK.	CONSULTANT	OTHER EXPENSES*
2001/2002	\$184,348.03	\$0.00	\$275,003.00	\$0.00	\$5,000.00
2002/2003	\$687,538.82	\$160,000.00	\$275,000.00	\$11,459.40	\$5,000.00
2003/2004	\$749,478.92	\$160,000.00	\$138,987.00	\$31,925.80	\$5,000.00
2004/2005	\$625,027.29	\$160,000.00	\$152,050.00	\$7,297.91	\$5,000.00
2005/2006	\$727,173.08	\$160,000.00	\$205,304.55	\$45,821.92	\$15,000.00
2006/2007	\$625,987.90	\$160,000.00	\$280,000.00	\$20,959.87	\$269,599.99
2007/2008	\$700,000.00	\$160,000.00	\$0.00	\$21,239.74	\$20,171.17
2008/2009	\$896,958.97	\$500,000.00	\$120,000.00	\$22,584.05	\$206,329.00
	\$601,896.43	\$0.00			
	\$6,298,409.44	\$960,000.00	\$1,446,344.55	\$161,288.69	\$531,100.16
Endowment	\$3,149,204.72				
IOU Bus. Pk.	-\$1,446,344.55				
Payoff Bus.Pk	-\$1,200,000.00				
Prin. Balance	\$502,860.17				
Other Half	\$3,149,204.72				
Reserves, other, consultants	-\$1,652,388.85				
Other Half Bal.	\$1,496,815.87				
Accumulated Interest	\$206,853.93				
Total HCB 6/30/09	\$2,206,529.97				